SJSU SAN JOSÉ STATE UNIVERSITY

UNIVERSITY HOUSING SERVICES • One Washington Square, San José, CA 95192-0133 • Voice: 408-795-5600•Fax: 408-795-5678

Petition to Cancel Annual Housing License

Submission of the Petition to Cancel form does not guarantee release from the License Agreement will be approved. It is very difficult to cancel your annual housing license. In order to cancel a license, the CSU Chancellor's Office requires verification of a significant change in circumstances after the cancellation deadline. **Cancellation requests will only be considered in the event of one of the following circumstances**. Residents will be notified via on-campus mail regarding the status of their petition.

Before proceeding with your petition, please make sure all required documentation is submitted along with the petition.

Date: _____ *Desired Effective Date of Cancellation: _____ (move out date)

Session (circle one): Fall 2018 Spring 2019 Summer 2019 Gender: Male_____ Female_____ Other_____

Last Name: _____ First Name: _____ SJSU ID #: _____

Permanent Address: _____
Street City State Zip

Cell Phone: _____ Email: _____ On-campus mail box#_____

Please check if any apply to you: ☐ I am a Transfer student ☐ I am a Freshman ☐ I am an International student

Please check the box which best describes your circumstance/reason for petitioning to cancel (you may use the reverse side if needed to provide additional information, a personal statement, or if nothing below pertains to your situation).

Change of Student Status:

☐ I am not Attending due to financial reasons ☐ I am not Attending due to personal reasons ☐ Admission Denied

☐ I have been Academically Disqualified ☐ I am transferring to another University/Community College

- No further documentation is required. Staff will verify your status with the Registrar Office. Housing adjustments and/or refunds will be processed once classes show "withdrawn".

☐ I am graduating.

- In addition to this form, to waive the $100 license processing fee, the following documentation must be submitted: Graduation worksheet or letter from the Registrar Office confirming graduation. Failure to submit documents will result in the $100 license processing fee being assessed.

☐ I am an international exchange student leaving SJSU.

- No further documentation is required. Housing Staff will verify your status with campus officials.

☐ I have an approved exemption. (Mandatory Freshmen required to live on-campus)

- No further documentation is required. Staff will verify if an exemption has been approved. This form is for students who are not currently living on campus. Current contracted residents may not petition for exemption & must select a different circumstance.

Medical/Personal Hardship:

☐ I have a medical/personal hardship and will continue attending SJSU.

- In addition to completing this form, the following additional documentation must be submitted: (1) a signed personal statement explaining your circumstance (2) supporting documentation in the form of a letter from a licensed physician or counselor on their official letterhead.
- Students registered with the Accessible Education Center (AEC) must submit their letter from their treating professional on official letterhead to the AEC, not to University Housing Services (UHS). The AEC will review the documentation and inform UHS of their findings. UHS will notify the licensee after AEC has responded.
- If your request is approved, a 30-day pro-rated fee will be charged (beyond the day you check out of your room) along with the $100 license processing fee.

Financial Hardship:

☐ I have a financial hardship and will continue to attend SJSU

- In addition to completing this form, the following additional documentation must be submitted: (1) a signed personal statement explaining your circumstance (2) supporting documentation of a significant change in your financial condition since the cancellation deadline of 30 days prior to the start of the fee period. (eg; bankruptcy documents, unemployment filing, unexpected medical or other expenses)
- If your request is approved, a 30-day pro-rated fee will be charged (beyond the day you check out of your room) along with the $100 license processing fee.

PLEASE READ THE FOLLOWING CAREFULLY BEFORE SIGNING:

- **I have read and understand the procedures for requesting to cancel the license agreement.**
- **I understand that submission of this request does not guarantee that I will be granted a release from the License Agreement. If my request is not approved, I will be responsible for all housing and meal plan charges (other fees may be included) for the full license period (see 2018/2019 License Agreement, Terms and Conditions section 6).**

_____ _____
Resident Signature Date

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Please use this side if needed to provide additional information, a personal statement, or if none of the reasons on the "Petition to Cancel" pertain to your situation.

Date_____ SJSU ID#_____

Last Name _____ First Name_____

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Resident Signature Date